

ASC ANNOUNCEMENT

CHANGES MADE TO DISPLAY VENDOR MASTER RECORD SCREENS

Effective Monday, October 14, 2002, changes to several AASIS user roles and to various screen displays will accommodate recent policy changes by the Office of State Procurement (OSP).

Things you should know include:

1. Transaction **XK03** (Display Vendor Master Data-Centrally) is available for anyone with an FI Display All role. The vendor SSN, Tax ID, and banking information will be suppressed on all screens within this transaction.
2. The information that is no longer available with Transaction **XK03** is available to those with appropriate authorizations through Transaction **FK03** (Display Vendor Master Data - Accounting). This transaction is available to persons who hold any Accounts Payable role or the Procurement Management or Procurement Specialist roles.
3. To help Transaction **XK03** users identify ACH vendors, the payment methods field of the Vendor Master Payment Transactions Accounting screen has been changed. Previously, all vendors were maintained with payment methods A, C, and W. With this change, payment method A appears ONLY when the vendor banking information is maintained for ACH payment. This change allows those in direct contact with vendors to determine whether the vendors are set up for ACH payment.
4. To help Accounts Payable and Procurement personnel view vendor bank account information or locate vendors by federal tax ID, two new AASIS transactions have been added.

⇒ Transaction **ZVENDBANK** queries vendor bank account information.

⇒ Transaction **ZVENDTAXID** locates vendors by federal tax ID.

5. Transactions **ZVENDBANK** and **ZVENDTAXID** have been added to the following roles:

Accounts Payable

Agency Accounts Payable Supervision	Z:FI0008
Agency Accounts Payable Specialist	Z:FI0007
Agency Accounts Payable Disbursement Officer	Z:FI0006
	Z:FI0030-
STATE Accounts Payable Management	STATE

Procurement

Agency Procurement Management	Z:FI0071
Agency Procurement Specialist	Z:FI0072
	Z:FI0075-
STATE Procurement Management	STATE
	Z:FI0076-
STATE Procurement Specialist	STATE

The attached Office of State Procurement (OSP) policy on Procurement Roles is also available within this communication's posting on the AASIS web site at http://aasis.state.ar.us/userinfo.htm#changes_vendor_master.

Updates to affected AASIS courseware are under development and will be announced when they become available.

If you have questions about this announcement, please call the AASIS Help Desk at 683-2255 or complete the Help Desk form on the AASIS web site at <http://aasis.state.ar.us/helpdeskform.htm>. Questions on policy should be directed to bob.gordon@dfa.state.ar.us.